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WORK SIMPLIFICATION "SEND-FOR" LIST

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U. S. DEPARTMENT OF AGRICULTURE

California.....Warren, Jean. Housework simplification project. Mimeog. unnumb. 5 pp. Calif. Agr. Col. Ext., Berkeley. October 1944.

Reports of five women on their experiments with work simplification methods.

Colorado.....Davenport, Exine. Time's a wastin'. Mimeog. Cir. No. 1879. 3 pp. Colo. Agr. Col. Ext., Fort Collins. n.d.

An outline on points to consider in the proper care of laundry equipment; washing machines; irons and ironing boards.

Davenport, Exine. Time and tire. Mimeog. Cir. 1910. 2 pp. Colo. Agr. Col. Ext., Fort Collins. n.d.

An outline of points to cover in talking on this subject.

Illinois.....Take time to make time. Film strip. Department of Research, Household Finance Corporation, 919 North Michigan Avenue, Chicago 11, Ill. n.d.

A film strip (88 frames) showing how you can divide yourself into two personalities, one the homemaker who does the work and the other the engineer who watches and studies the method of work, suggesting ways to simplify it. The film strip and lecture notes may be borrowed from Household Finance Corporation, no charge.

Perkins, Nellie L. Easier washdays. Cir. 584. 28 pp. Illus. Ill. Agr. Col. Ext., Urbana. September 1944.

Ways of relieving fatigue in doing the weekly washing through better organization, eliminating stooping, stretching, and lifting heavy loads. Designs for indoor and outdoor clotheslines and siphons as well as how to wash.

Iowa.....Converse, Pearl. Old grandma time. Mimeog. RS-61. 5 pp. Iowa State Col. Ext., Ames. n.d.

A playlet that creates fun, laughter, and a bit of quiet thinking.

Kentucky.....Hagman, Ida C. Safe lifting and carrying by farm women. HE-864. 4 pp. illus. Ky. Agr. Col. Ext., Lexington. September 1943.

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Suggestions on how to lift and carry safely, and how

to improve working conditions.

Hagman, Ida C. Make your work easier. HE-894. 4 pp.
illus. Ky. Agr. Col. Ext., Lexington. November 1944.

A circular planned to help homemakers find a way to get more and better work done with less time and less effort. Helpful sections on "How do you work" and "When and how long to rest."

Hagman, Ida C., and Lacy, Edith. Ironing the easier way. Mother and daughter housekeeping series. HE-920. 8 pp.
illus. Ky. Agr. Col. Ext., Lexington. September 1944.

Tips on sprinkling, adapting temperature of the iron to the material, folding, ironing a pleated skirt, slacks and gathers. How to improve equipment and save motions in arrangements.

Hagman, Ida C., and Edith Lacy. Dishwashing the easier way. Mother and daughter housekeeping series. HE-921. 4 pp.
illus. Ky. Agr. Col. Ext., Lexington. September 1944.

How do you rate as a dishwasher? Good and bad methods, and step by step in dishwashing explained.

Hagman, Ida C., and Lacy, Edith. Bed making the easier way. Mother and daughter housekeeping series. HE-922. 4 pp.
illus. Ky. Agr. Col. Ext., Lexington. September 1944.

How do you rate as a bed maker? Step by step methods in the proper procedure for bed making. Also gives tips for better beds, such as mattress pads, and covers for pillows.

Michigan..... Davis, Laura Pettice. Summary of home management success stories and cover letter to home demonstration agents. 9 pp.
unnumb. Mich. State Col. Ext., East Lansing. May 4, 1944.

Compilation of excellent suggestions by homemakers on how they manage successfully in wartime. Information obtained by home demonstration agents through interviews.

Minnesota..... Miller, Mary May. Physical fitness, for the home and farm. Leaflet 6. 6 pp. illus. Minn. Univ. Agr. Ext., University Farm, St. Paul. November 1944.

Laws of health, how to reduce fatigue, and series of line drawings on easing the strain of household and farm tasks.

Miller, Mary May. Managing the home with ease and satisfaction. Home Demon. Leaflet 7. 6 pp. illus. Minn. Univ. Agr. Ext., University Farm, St. Paul. November 1944.

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How to find time to do everything that is necessary and things you want to do. Planning your days ahead, using short cuts, by simplifying family living, by making "good enough" do, by gaining the cooperation of family members, and having the will and desire to participate. Also shirt ironing. Drawings from U.S. Dept of Agr. film strip, "Finding minutes."

Nebraska.....Rocke, Helen. Timesavers in sewing. Ext. Cir. 471. 12 pp. illus. Nebr. Agr. Col. Ext., Lincoln. January 1945.

Timesavers in the proper use of sewing equipment; choosing patterns and material, using the pattern, and cutting, pinning, and basting. Also local leaders' outline for meeting. 3 pp. Mimeo. Outline 4.

North Dakota....Martin, Mrs. Grace B. The homemaking cadet. unnumb. 12 pp. illus. N. Dak. Agr. Col. Ext., State College Station, Fargo. n.d.

Four booklets: (1) Arranging your kitchen cabinet for convenience and efficiency; (2) The proper care of kerosene lamp; (3) The 4-H Club girl practices first aid; (4) Sally Slump and her sister Sue. -- Which are you?

Ohio.....Beall, Thelma. Use your appliances the easy way. R.E. Cir. 68 and R.E. Cir. 70. 1 p. illus. Ohio Agr. Col. Ext., Columbus, n.d.

Part III, How to use both hands to complete household tasks, with more ease and less effort. Part IV, Make one task out of two or more.

Let's make a process chart. Mimeog. unnumb. 4 pp. Ohio Agr. Col. Ext., Columbus. n.d.

How to make a process chart and values of it.

Texas.....Bryant, Louise, and Claytor, Mrs. Bernice. Make house cleaning easier. MS-658. 5 pp. Tex. Agr. Col. Ext., College Station. n.d.

Ideas on the simplest, easiest, quickest, and safest way to do your house cleaning.

Vermont.....Brooks, Mrs. Charlotte P. Simplifying housework. Mimeog. unnumb. 9 pp. illus. 4-H record book. mimeog. unnumb. 8 pp. Vt. Agr. Col. Ext., Burlington. n.d.

A 4-H Club leaders' manual, members' manual, and a record book on simplifying housework.

Washington, D.C.. Farm work simplification. U.S. Dept. Agr. Ext. Farm Labor Cir. 21. 34 pp. Washington, D.C. December 1944.

Describes development of work, short explanation of farm work simplification studies, and conclusions.

Reference list of published materials, pp. 29-34.

West Virginia....Wasmuth, Gladys V. Simplify your housework. Good living series XII, Lesson No. 2. 6 pp. W. Va. Agr. Col. Ext., Morgantown. n.d.

Shorten the job to lengthen the day. Is there a better way to do that certain job? Apply a questioning attitude to every task. Plan with your family and make the job easier. Also suggestions for lesson leaders.

Wisconsin.....McCordic, Margaret P. Finding time. Mimeog. unnumb. 16 pp. Wis. Agr. Col. Ext., Madison. n.d.

Home management planning; causes for failure of a plan, factors affecting use of time, planning blanks, how to avoid fatigue and worry.

McCordic, Margaret P. Simplifying work. Mimeog. unnumb. 12 pp. illus. Wis. Agr. Col. Ext., Madison. n.d.

Suggestions on good posture to be used in doing various household duties. Also arrangement of equipment to enable one to use the least motions. Good illustrations and blanks provided for analyzing job to be improved.

McCordic, Margaret P. Washing made easier. Spec. Cir. unnumb. 8 pp. illus. Wis. Agr. Col. Ext., Madison. Revised June 1944.

How much softener to use; choosing soap; how to remove iron from water; steps in washing; and the care of washing equipment.

McCordic, Margaret P. Ironing made easier. Spec. Cir. unnumb. 6 pp. illus. Wis. Agr. Col. Ext., Madison. Revised June 1944.

Suggestions on how to iron a shirt, arrangement of ironing board, how to make a pad cover for board. Care of electric iron and ironer, to save time and energy.

Wyoming.....Bramblett, Ellen L. Space savers for your cupboards. unnumb. 4 pp. illus. Wyo. Agr. Col. Ext., Laramie. n.d.

Illustrations of various ways of saving space in kitchen cupboards, together with a list of space savers.